



# Honors College Course Agreement\*

## Guidelines to Propose Courses for Honors Credit

*\*Previously known as Course Conversion*

The Honors College Course Agreement process is designed for students to earn Honors credit in a course that is not already listed as Honors. An Honors College Course Agreement allows students to make a more in-depth study of a topic under the guidance of a faculty mentor.

**Message to UK Faculty:** An Honors College Course Agreement requires careful planning between student and professor, collaboration throughout the semester as needed, and a commitment from both parties to follow through with the Honors credit process. For faculty who have questions about this process, please contact the student's Honors advisor or the Honors Director of Academic Affairs, Nicole Martin ([nicolemartin@uky.edu](mailto:nicolemartin@uky.edu)). We appreciate your willingness to assist Honors students in earning Honors credit for your course, and we hope that your participation in this process is rewarding for both you and the student.

**Proposal Deadline:** An Honors College Course Agreement proposal form must be submitted to the student's Honors advisor by the end of the **2<sup>nd</sup> Friday** for the Fall and Spring semester courses, and by the end of the **1<sup>st</sup> week** for Summer and Winter Intersession courses. Advisors will review the form and forward it on to the Director of Academic Affairs for final approval. *Students should make every effort to seek approval for a Course Agreement prior to the beginning of the semester.* Submitting the signed Course Agreement proposal by the appropriate deadline does **not** guarantee approval.

All students who are in their **second, third or fourth year** in the Honors College are welcome to propose an Honors College Course Agreement.

**Eligible Courses:** The Honors College Course Agreement process may be used to convert any 200-level or above course with no available Honors section, including Education Abroad courses.

**Content:** Honors courses are designed to follow more rigorous standards than general courses. The proposed additional coursework should be focused on intellectual and academic complexity. The activities, assignments or projects should be more challenging, include more advanced readings, or foster a deeper exploration and understanding of the general course content.

Examples of additional content include:

- Researching/writing an additional scholarly paper (usually 2000 words or more)
- Additional lab work or an enhanced project with accompanying readings and discussion
- Completing an additional set of challenging problems or laboratory experiments
- Participation in additional service activities or field experience with accompanying report/analysis
- Attendance in outside of classroom enrichment activities or special events with accompanying analysis

**Workload:** The additional workload for a typical course agreement should amount to approximately 15 – 20 additional hours.

**Meetings:** To ensure the agreement process is followed adequately, two or three 1-on-1 meetings between the professor and student are strongly recommended.

**Group Agreements:** At their discretion, a professor may oversee a group of Honors students enrolled in the same course and allow them to propose an agreement for a course as a group. This can be accomplished by having students follow the same set of additional requirements wherein the faculty member oversees separate individual requirements for each student. Approval for Group Agreements can be done using one single approval form if the students follow the same set of additional requirements. For Group Agreements in which students are completing different requirements separate proposals and forms for each student are required. Group Agreements must be submitted **all at once** directly to the Director of Academic Affairs.

**Eligibility to Supervise:** Lecturers, Assistant Professors, Associate Professors, and Professors may approve and oversee a course agreement. The Honors College welcomes a team-based approach to Honors Course Agreements, therefore, at their discretion, the **Faculty of Record** is able to assign oversight of the course agreement to other faculty members.

**Grades:** A minimum grade of “B” is required to earn Honors credit for the enhanced course. Courses designated as Pass/Fail are not eligible for Honors credit.

**Coursework Deadline:** Submission of additional proposed course work is **required**, and all materials should be submitted directly to the student’s Honors advisor by the last day of the term.

#### **Steps for Obtaining Approval:**

1. The student will submit a **typed** Honors College Course Agreement Proposal Form to the professor, detailing the additional work they would like to do beyond the regular course requirements.
2. If the professor approves, the student and professor complete and sign the Honors College Course Agreement Proposal form.
3. The contract is then submitted to the student’s Honors advisor (in person or via e-mail) by the appropriate deadline, along with the accompanying syllabus. **Submitting the proposal by the appropriate deadline does not guarantee approval.** Group agreements must be submitted directly to the Director of Academic Affairs.
4. A review of the proposal and contract is completed by the Director of Academic Affairs. The advisor will send an e-mail to the professor and student indicating approval, denial, or if additional information is needed prior to approval. **NOTE: A student’s Honors advisor will only request to receive additional information once.**
5. During finals week, the student’s Honors advisor will contact the professor to ensure the additional workload has been completed by the student.
6. Honors credit is awarded provided a grade of B or higher is earned in the course, and appropriate supplemental work is submitted to the Honors advisor by the last day of the term.

**Questions:** If you have any questions regarding the Honors College Course Agreement process please contact the Lewis Honors College at 859-257-3111 to speak with an Honors advisor.